

Report
File
Re 7-

Chief, Records Management Staff

29 November 1956

[REDACTED]

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Report of accomplishments while on assignment in the FE Area

1. PURPOSE

To conduct records surveys as necessary to implement a Records Management Program in those areas as directed by the Chief, FE [REDACTED] Primary consideration to be given to the disposition of inactive records accumulated in the Stations and Bases in the FE Area.

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2. ACCOMPLISHMENTS

The assignment lasted five months and the areas visited included [REDACTED] The accomplishments during this tour are as follows:

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a. Records Control Schedules were prepared, coordinated and approved for [REDACTED]. The schedules provide for the orderly retirement, preservation and destruction for all administrative and support type records. A total accumulation amounted to over 1585 cubic feet of material of which only 8% was determined to be of permanent value. During the survey, immediate destruction was made of 110 feet with an additional 270 feet to be destroyed by the first of the calendar year.

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b. Procedures were prepared and implemented for a designated vault area on [REDACTED] to be used as a repository for all the inactive records of the base. These procedures will provide for the orderly retirement and servicing of the records thereby eliminating to a great extent the purchase of additional filing equipment.

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c. A modified version of the Headquarters Subject Numeric File System was adapted and installed for all administrative and nontechnical files on [REDACTED]. The use of this standard system will increase the usefulness of the records and simplify the training of clerical employees, the majority of which are contract wives.

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d. Prior to returning to Headquarters, the Chief, FE Support Base requested that a preliminary records survey be made of the [REDACTED] areas in regard to the amount of time and personnel necessary to implement a Records Management Program in which particular stress was to be paid to the disposition phase of the program. A report and recommendations (Attachment) was submitted him for approval and action.

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e. A summary report of these accomplishments was transmitted to the Chief, FE Division for his information. In addition, discussions were held with other interested DD/P personnel concerning FE records problems and their possible solutions.

3. RECOMMENDATIONS

a. That further emphasis be placed on those administrative and support type records created, acquired and maintained in the field. Specific attention to be directed to the disposition and retirement phase of the program.

b. That the Subject Numeric File System be adapted and installed to cover as many administrative and nontechnical files in the field as possible.

c. That designated vault areas be used to house and service noncurrent records while awaiting disposition.

d. That a study be made for the possible slotting of records management positions in the larger field installations for the purpose of assisting and advising area chiefs in management problems and procedures.

Attachment

MgtS/RMS  jml (29 Nov. 56)

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[Signature]

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